

To qualify for an Arizona Notary Public Commission, you:

- **Must be an Arizona Resident.**
- **Must be 18 years of age or older.**
- **Must not be a convicted felon.**
- **Must not have had a notary commission revoked within the previous four years.**

DO NOT APPLY if you fail to meet any of the above requirements.

NOTARY PUBLIC APPLICATION PROCEDURES

STEP 1. Complete the Notary Public Application as follows:

- Print your name exactly as you want your notary commission to be issued.
- **Show your middle initial or name only if you intend to use it when signing as a notary public.**
- List the physical location of your residence because you are commissioned from your home address.
- **Fill in all the blanks** on the form and sign the application exactly as your name is printed.
- Your signature must be an **original signature** and must be **notarized** on the application you submit to the Secretary of State's Office.

STEP 2. Purchase a 4-year \$5,000 Notary bond in duplicate form from an insurance agent.

- The bond must show your name **printed and signed exactly as it is shown on the notary application.**
- The bond must indicate the county in which you reside and the effective and expiration dates of the bond. Remember, the expiration date is always one day less than the effective date four years later.
- The bond must be signed in 2 places. Your name **must be identical on the application and the bond.**
- Your signature must be properly notarized with an ink notary seal.
- Both the Arizona resident bonding agent and attorney-in-fact must sign the bond, if indicated.

STEP 3. Filing procedures.

Mail the following documents to the Secretary of State – Notary Division, 1700 W. Washington, 7th Floor, Phoenix, AZ 85007

- 1. The original application with an original notarized signature.**
- 2. The duplicate copy of the bond, if you want the Secretary of State to match the dates. Please remember, your bond cannot be issued more than 60 days before or 30 days after the Secretary of State commissions you as a notary.**
- 3. Check or money order in the amount of \$25.00 made payable to the Secretary of State.**

Mail the following documents to the Clerk of the Superior Court of the county in which you reside:

- 1. The original notarized bond with original signatures.**
- 2. Check or money order in the amount of \$18.00 made payable to Clerk of the Superior Court.**

DO NOT SEND YOUR NOTARY APPLICATION TO THE CLERK OF THE SUPERIOR COURT

STEP 4. Official Notary Seal.

- Order a notary seal (stamp) from a stationery store, office supply, or insurance company **AFTER** you receive your commission certificate from the Clerk of the Superior Court of your county of residence.
- You must use a rubber stamp as your official seal. You may affix an embosser in addition to the rubber stamp, but the rubber stamp and dark ink are required.
- The rubber stamp must contain five things:
 - 1. The words "NOTARY PUBLIC";**
 - 2. The name of the county in which you are commissioned;**
 - 3. Your name exactly as it appears on the bond and the application form;**
 - 4. The expiration date of your commission; and**
 - 5. The Great Seal of Arizona.**